

Job Title: **Preschool Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **August 2017**

Job Code: **3040**
 FLSA Status: **Ex – A**
 Pay Range: **L 09**
 Work Year: **10 months**

SUMMARY: Provide leadership in the development, implementation and evaluation of instruction, curriculum and daily programming for three, four and five year old children in early childhood education (ECE) programs. Collaborate with the district stakeholders on the ECE leadership team to guide policy, day-to-day operations and continuous improvement of the ECE program. Provide observation and feedback for classroom staff, communicate with families and serve as a liaison with building administrators. Collaborate with Child Find and Preschool Special Education services, ensuring best practice for both general education students and special education students. Provide leadership for the implementation of the Colorado Preschool Program (CPP) requirements and collaborate in the coordination of the CPP Advisory Council, collection of CPP data and the development of the annual CPP Reapplication and Annual Report.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Support high quality programming in preschool classrooms through participation in Colorado Shines; monitor compliance of child care site licensure, health regulations and continuous evaluation of preschool classroom environments.	D	20%
2. Support the professional development of the ECE staff through regular classroom observation and feedback and coaching to improve instruction and classroom management. Lead professional learning opportunities.	D	20%
3. Support high-quality curriculum development and implementation through lesson plan review and guidance, coaching and periodic in-service trainings.	W	10%
4. Support appropriate use of ongoing formative assessment and compliance with the Results Matter early childhood assessment and outcomes program.	W	10%
5. Foster the development of positive relationships with families through clear and consistent communication and supportive resolution of concerns or complaints. Assist with the implementation of the annual family outcomes and satisfaction survey, including data analysis.	W	10%
6. Lead the annual family interview and enrollment process and assist in the development of the CPP annual report and reapplication. Attend CPP advisory council meetings. Assist with fall pupil count.	A	10%
7. Attend state and local early childhood meetings and collaborate with Colorado Department of Education (CDE) Office of Early Childhood as needed.	M	5%
8. Coordinate with ECE staff to develop job postings, conduct interviews and complete and submit hiring paperwork to Human Resources.	W	10%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in early childhood education, early childhood special education or related field required. Two (2) additional years of similar or relevant experience, along with a bachelor’s degree, may be substituted for this requirement.
- Minimum of five (5) years of experience working with children under five years of age who have diverse abilities and needs.
- Experience with supervision and/or coaching of early childhood education professionals preferred.
- Must successfully complete current district training for supervision of Classified Staff within six months of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

- Must possess or be able to obtain a valid and appropriate Colorado Educator License with an endorsement in early childhood education, early childhood special education or administration. .
- Must be willing to obtain Colorado Department of Human Services Director Qualification or a Level IV Early Childhood Professional Credential within one year of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- English language skills; oral and written communication skills.
- Interpersonal relations skills including customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of principles of child development and learning.
- Knowledge of Colorado Early Learning and Development Guidelines, Colorado Shines Quality Rating and Improvement System and Colorado Child Care Licensing Regulations.
- Familiarity with preferred practices and curriculum in early childhood education.
- Proficiency with teacher and administrator functionality in Teaching Strategies GOLD.
- Ability to develop and lead professional development experiences for early childhood education professionals.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to prioritize and manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, Google Suite

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Early Childhood Education Director	060508

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Preschool Site Directors	12	1050

- Responsible for assisting with interviewing, hiring and training classified employees; assisting with classified employee performance appraisal; assisting with rewarding, disciplining and terminating classified employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist with budget resource planning and monitoring.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel	X			
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds		X		
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	